Manager Self-Service
View for HR Administrators

KHRIS Manager Self-Service is available to holders of positions that have been assigned the MSS role, based on their "Chief" or "Reports to" relationships maintained within KHRIS. It provides an additional tab in the KHRIS portal which allows managers to view certain HR data for their employees.

While it is beneficial to have this information accessible to managers, it can be confusing when a HR Administrator is faced with a question about something they cannot see. The information the manager is viewing is accessible to a HR Administrators, just in a different view, via the KHRIS GUI. Additionally, as not all HR Administrators are assigned the MSS role, it is possible they don't know what type of information is even being accessed by the managers.

In order to provide HR Administrators with the knowledge of what their managers are viewing, we have provided the following information:

- Outline and details of the MSS iViews
- Screenshots of the MSS iViews and where applicable, Infotype information indicating where the data is pulled from within the KHRIS GUI.

Managers access Manager Self-Service (MSS) through the KHRIS Self-Service Center (portal), using the same User ID and Password used to access Employee Self-Service (ESS).

Once logged in, they arrive at the ESS Welcome Screen and then select the Manager Self-Service (MSS) tab to move to that iView.
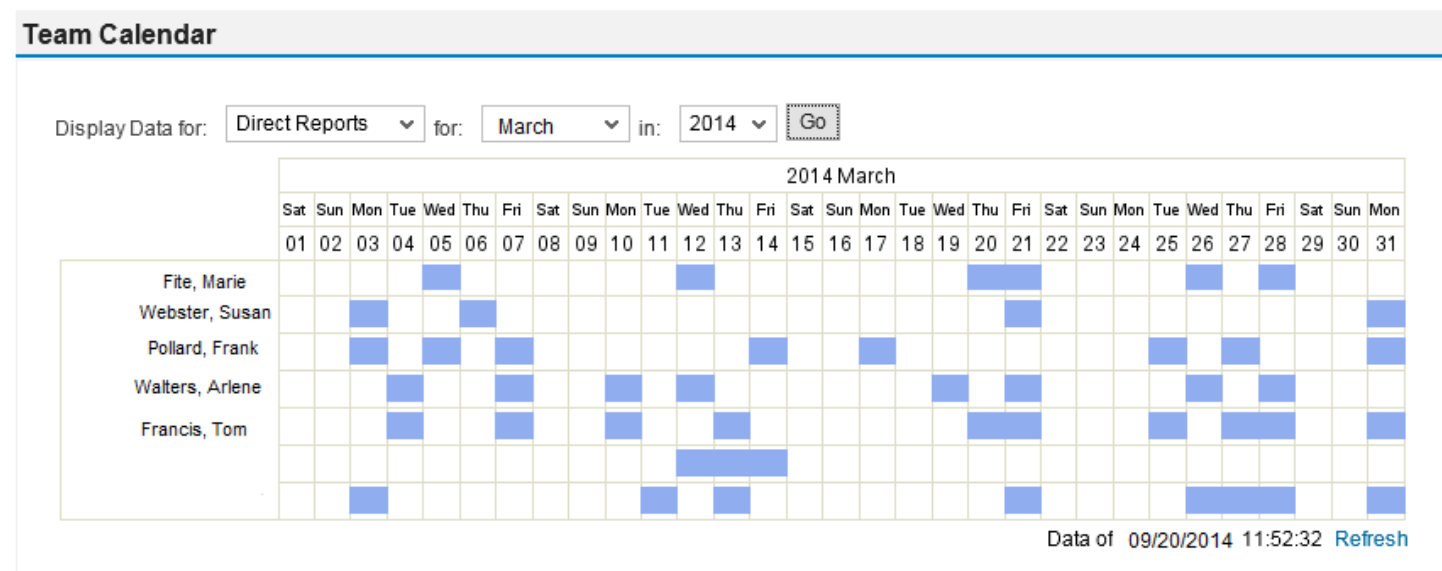
The Manager Self-Service page then appears:

Below is a breakdown of the MSS Information:

1- Team Calendar:

This information is useful in viewing past absences that have been processed through payroll.

If you hover over a date it will tell what kind of leave was used and how much.

2- Who's Who:

To locate other state employees, you can utilize this search tool. (This is not unique to MSS as it is also available under Employee Search on ESS.)

3- Employee Information:

Very useful to managers and one of the main places they will access employee information.

Once the link is selected, the main page loads with a list of employees that report directly to the manager, appearing at the top.

Employee Search

Name	Personnel Number	Management Function	Organization	E-Mail
Fite, Marie	00951357		X	Send
Webster, Susan	00456987		X	Send
Walters, Arlene	00321456	X	X	Send
Pollard, Frank	00963125	X	X	Send
Francis, Tom	00369852	X	X	Send

Employee Selection: Direct Reports
Display: Employee Data
Filter On

Data as of 08/15/14 , 10:02:08 Refresh

The employee name, PERNR and a link to send an email (if address is available) is visible.

A checkmark within the Management Function column indicates that the employee, who reports to this manager, is also a manager. A checkmark within the Organization column indicates that the employee is within the same org unit as the manager.

If you change the Display to 'Organization Information', this list expands to include Position title, Org Unit title, Cost Center title, and the Personnel Area and Subarea.

This view can be changed to "Employees from Organizational Units" which displays the org structure from the level the manager sits and below (within structural authority). This view then allows the manager to select specific units (double click) individually, which produces a list of employees within that unit to the right.

Employee Search

Employee Selection: Employees from Organizational Units

Organizational Structure

- ▼ Off of Support Services
  - ▼ Div of Facilities Support
    - ▼ Facilities Administration Br
      - Inventory and Supply Section
      - Conferance Center Section
      - Administrative Support Section
    - Design Construction Branch
    - ▼ Facilities Maintenance Br
      - HVAC East Unit
      - HVAC Central Unit
      - HVAC West Unit
      - General Maintenance Sect
      - Electrical and Plumbing Maint Sect
  - ▼ Div of Graphic Design and Printing
    - Printing Operations Br
    - Electronic Prepress Br

Display: Employee Data

Name	Personnel Number	Management Function	Organization	E-Mail
Hamon, Carrie	00852369	X	X	Send
Andrews, Niki	00987654		X	Send
Hawk, Jason	00654123		X	Send

Filter On

Data as of 09/23/14 , 10:59:27 Refresh

[They can return to their Direct Reports by changing the selection on the drop down list.]

Once returned to that original view, listing the direct report employees only, information on the employees can be accessed. In this view, information is immediately visible for the employee at the top of the list. By selecting a different employee name, the information will change accordingly. See below for an example of the information shown.

General Data ⚙

Fite, Marie   00951357   (IT0002)
Contract Data
Start Date: 03/01/2011

Communication Data   (IT0105)
E-Mail Address:

Organizational Assignment Organizational Assignments Personnel Structure

Org. Unit:	Div of Facilities Support	Personnel Area:	Executive
Position:	Assistant Director	Pers. Subarea:	FT Exempt
Cost Center:	CO DIV OF FACILITY M	EE Group:	18A
Payroll Area:	Semi-monthly	EE Subgroup:	ASC Salary 37.5

Position Description ⚙

View / Print   (IT9102)

Personal Data ⚙

Address: Marie Fite   (IT0002)
101 Main Street
Frankfort KY 40601-4407

⚙

Primary Emergency Contact

(IT0021 / SubTyp 7)

⚙

Secondary Emergency Contact

(IT0021 / SubTyp 90)

Absence Days ⚙

Define Filter   Filter inactive

Period 10/20/2013 - 10/20/2015

Period	Days	Description
03/31/2014 - 03/31/2014	1	Comp Leave Used
03/27/2014 - 03/27/2014	1	Annual Leave
03/25/2014 - 03/25/2014	0.1	Comp Leave Used
03/17/2014 - 03/17/2014	1	Comp Leave Used
03/14/2014 - 03/14/2014	0.07	Comp Leave Used

March 2014

	Su	Mo	Tu	We	Th	Fr	Sa
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5

April 2014

	Su	Mo	Tu	We	Th	Fr	Sa
14	30	31	1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10

(reflects time previously processed in payroll)

Leave Balance Overview ⚙

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Annual Leave	03/16/2011	12/31/9999	1,006.50 HOURS	458.25 HOURS
Sick Leave	03/16/2011	12/31/9999	400.35 HOURS	94.60 HOURS
Comp Leave	03/16/2011	12/31/9999	244.60 HOURS	8.35 HOURS

(IT2007, IT2006, IT0005)

⚙

Pay Period Salary/Hourly Rate

Payment Amount:	2,942.34 USD
Monthly Salary/Hourly Rate:	5,884.68 USD

(IT0008 - matches calculation shown in ESS on Salary Statement screen)

4- Resources for Managers/Supervisors:

A collection of managerial tools have been made available on this single page for managers. Once selected, this link opens in a separate window allowing their MSS session to continue. The same information is accessible to HR Administrators via the HR website under Resources/Reference/Misc.

5- Reports:

Another useful tool for managers. This is where managers can run two different reports:

1.)Leave Balances- For the purpose of approving leave, managers can run this report to view their employees' balances based on the last payroll period processed. When the link is selected, a pop-up window appears:

Just like HR reports in KHRIS, there are different options for running the report. The manager can enter a single PERNR in the blank field to the right (which simply regenerates information visible already under Employee Information), click the arrow to open a window to enter multiple PERNRS (again this is already visible for individuals under Employee Information- but allows it to be reported on and viewed all together), or enter a Cost Center in the blank field to the

right of that option and run the report for all employees within the manager's org structure for which they have structural authorization. They can even set-up a variant to use for future reporting needs.

A report on an individual, returns in this manner:

2.)Master Position Listing- For various reasons, such as performance planning, managers can run this report to create a list of all of their employees along with pertinent information related to their positions (Org Unit, PERNR, Position Number, Title, Status, etc). When the link is selected, a pop-up window appears:

The manager can enter the effective date and click Execute. The report returns results the same as you would see if running the MPL in the GUI without a variant. It is a large (width) report (reason for no screenshot) and does have some options for hiding columns and even exporting to a spreadsheet.

6- Tutorial:

This link opens a tutorial, in a separate window, which covers the basics of MSS. It provides Managers with instruction on how to use MSS properly. This link is available to everyone from the Personnel Cabinet website under Resources/Training and Development/KHRIS/MSS.

If you have questions regarding Manager Self-Service, please submit a Business request for assistance.